

**RESOLUTION UPDATING EMPLOYEE JENNIFER SCHENCK'S POSITION AND JOB CLASSIFICATION TO ACCOUNTANT**

**RESOLUTION 24 -**

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The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, to address staffing and responsibilities of the Town of Lansing Supervisor's Office, the Town has elected to promote Jennifer Schenck to the position of Accountant. Jennifer was hired as an Information Aide in the Supervisor's Office and meets the qualifications for Accountant; so upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Effective January 18, 2024, Jennifer Schenck is hereby appointed as the Accountant, with the same Town perquisites and benefits as are available to all employees of the Town and to such position. This position is in the competitive class and shall remain provisional until qualified per NYS and Tompkins County Civil Service Rules.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at \$35.16 per hour, Grade 7, Step 6.
4. The probationary period for such appointment is hereby set at 26 weeks.
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.